

Message

From: Stevenson, Allan (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=ALLAN.STEVENSON]
Sent: 3/3/2008 4:16:35 PM
To: Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=James.Hanchett]; Salem, Sharon (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=Sharon.Salem]
Subject: Budget Accounts

Jim & Sharon,

FYI, you know most of this, but I thought I would write it down.

The State Laboratory account number is [REDACTED]

The Amherst Drug Lab account within this account is PIC # [REDACTED]

Within PIC # [REDACTED] the money is further divided into

Lab supplies are called FF

Office supplies are called EE

Capital equipment is called KK

Leo Kopec (413-983-4349) keeps the books for these accounts.

There is a program that lets you check what you have spent, but it is antiquated and we can't access it in Amherst. I'll check our account next time I'm in Boston. Unfortunately, the program doesn't say what you were allocated in the first place, so it doesn't give balances. Hopefully this will be fixed with the new program. Money for the accounts is dispensed quarterly in the fiscal year, so if you are given \$4,000 for office supplies (EE), you can only spend \$1,000 in the first quarter. The money accumulates until April/May when you should get a notice of the last date for orders. At that time you need to order enough supplies to make it to the middle of August when money in the new budget should be available.

At this time, money spent in the Stockroom is not deducted from our account.

If I have questions about the amounts in the accounts, I contact Leo Kopec.

If we run out of money and have critical needs, I call Julie Nassif.

It is a good idea to send Julie a wish list for capital equipment periodically. February/March is a good time to update quotes and revise the list.

*Allan Campbell Stevenson
Mass. Department of Public Health
Western Mass. Public Health Center
Amherst, MA 01003
voice 413-545-2606
fax 413-545-2608*